

cyan eProof™ Quick Steps

This paper is designed to guide you through the essential proofing procedures in cyan eProof™.

Standard proofing workflow comprises several proofing sessions and the final job release signifying the approval of the latest version of the job. Following these simple quick steps your partners and you can easily mark up the document to show your correction requests and suggestions to the designer and finally approve the latest version of the job once being absolutely satisfied with the results.

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Step 1. Logging On

To log on to cyan eProof, enter the URL to the eProof server location into the Address field of your browser window and click Go. When running cyan eProof for the first time, the Installer page is shown loading eProof Java™ technology components. As the installation is complete, the eProof Logon page appears.



To enter the system, specify your user name and password, and press Logon.

Once logged in, you can see a list of jobs and folders available.

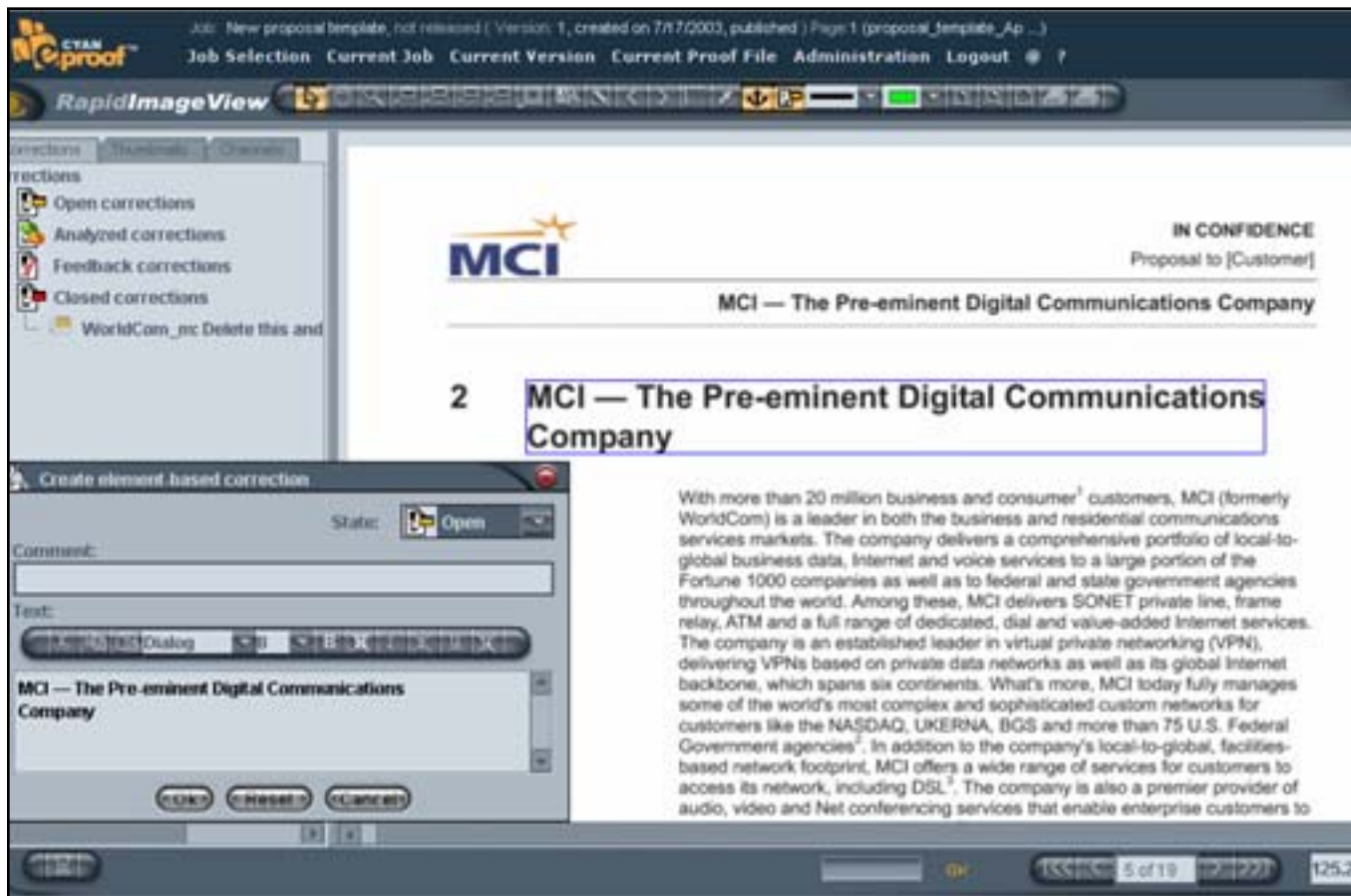
Step 2. Selecting Proof File

You can see a list of jobs and folders after logon. Browse to your job clicking on the folder icons and click on the job icon to see the proof file. Now you may review and modify existing correction requests, if any, and create new corrections.


Step 3. Creating Correction Requests

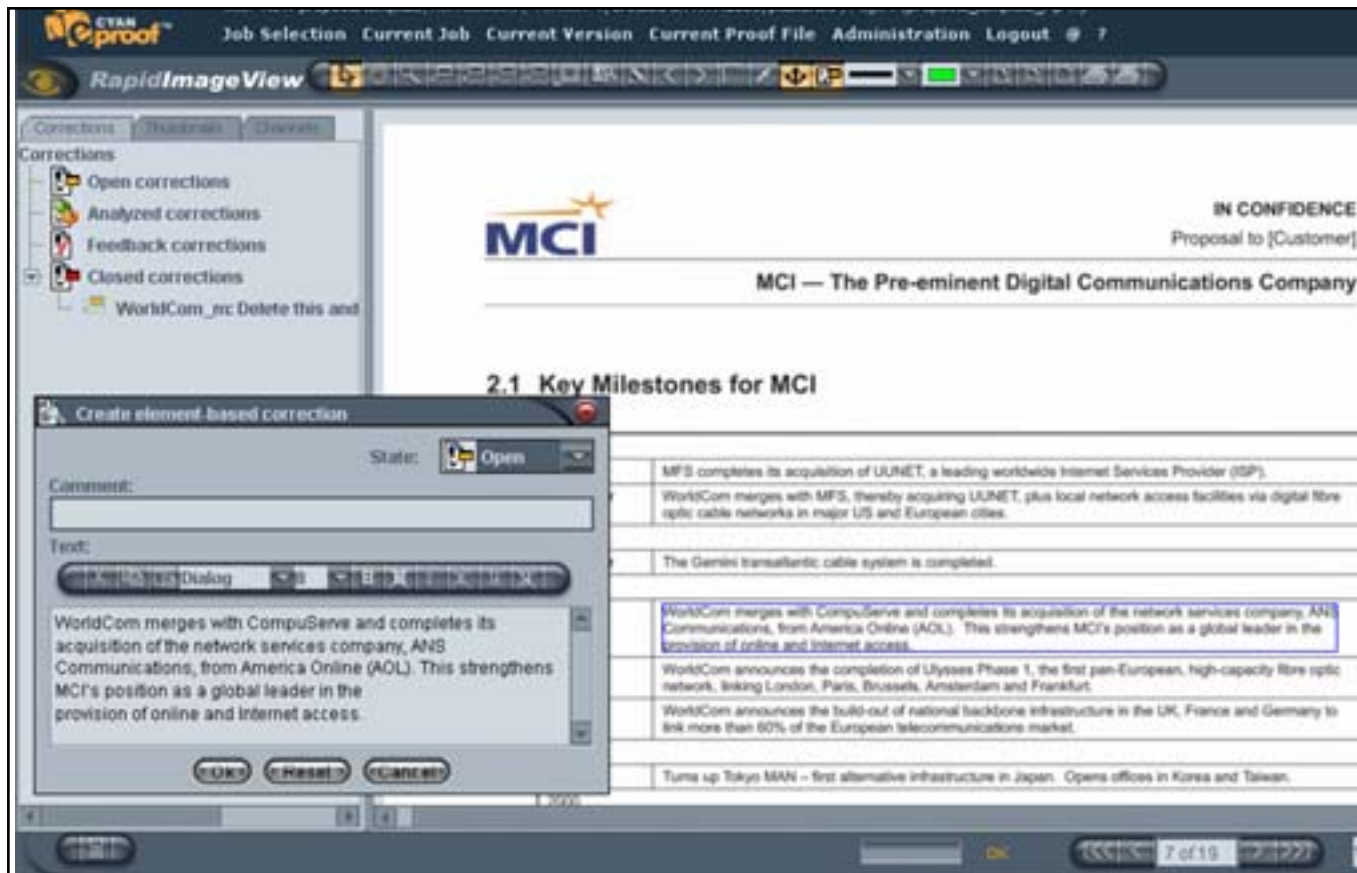
In eProof you may create corrections to individual page elements (text blocks, images and tables) and to any custom area on the proof, as well as to the proof page as a whole. An object to which a correction request is attached is marked by a color frame or an annotation icon (anchor).

Correction requests to text passages and tables




To create a text correction request:

1. Select  arrow tool on the toolbar.
2. Position the arrow pointer over the text you want to edit. The text paragraph is highlighted blue.
3. Click the mouse button. The request pop-up dialog containing the selected text block appears.
2. Change the text wording and/or its formatting in the Text field and enter your comment into the Comment field.
4. Click OK when finished.



To create a table correction request:

1. Select  arrow tool on the toolbar.
2. Move the cursor to the table so that the desired area - an individual cell or the whole table - is marked by the color frame, and click on it.
3. Modify the cell text wording and/or formatting and add your comments the same way as in the text correction request dialog.
4. Press OK when finished.

When the whole table is selected, the request pop-up dialog containing the Comment field appears on the screen. When an individual cell is selected, the request pop-up dialog containing the selected cell's text is displayed.

You may press Reset to convert the text to its original view and clear the Comment field. Clicking Cancel will cancel your work on the text and close the dialog without saving your changes.

As the request is saved, the associated text paragraph, table or table cell is outlined red to show that it has a request attached. The request information appears at the Corrections tab of the left-hand Information panel.

As you create the correction, you and any other authorized users may view it any time on the current or any subsequent eProof sessions.

To view an existing text or table correction request:

1. Click on the highlighted area. The request pop-up dialog displays.


To modify an existing text or table correction request:

1. Click on the highlighted area or a corresponding text correction icon in the Corrections tab of the left-hand Information panel. The request pop-up dialog appears.
2. Click on the Edit button and change the Text and/or Comment field.
3. Press OK when finished.

Correction requests to the whole document

If you wish to express your suggestions to the whole document, you can create a Custom correction request.

To create a custom correction request:

1. Select  Custom Correction Request tool on the toolbar. The request pop-up dialog appears.
2. Enter your corrections to the document into the Comment field.
3. Click OK when finished.

To view an existing custom correction request:

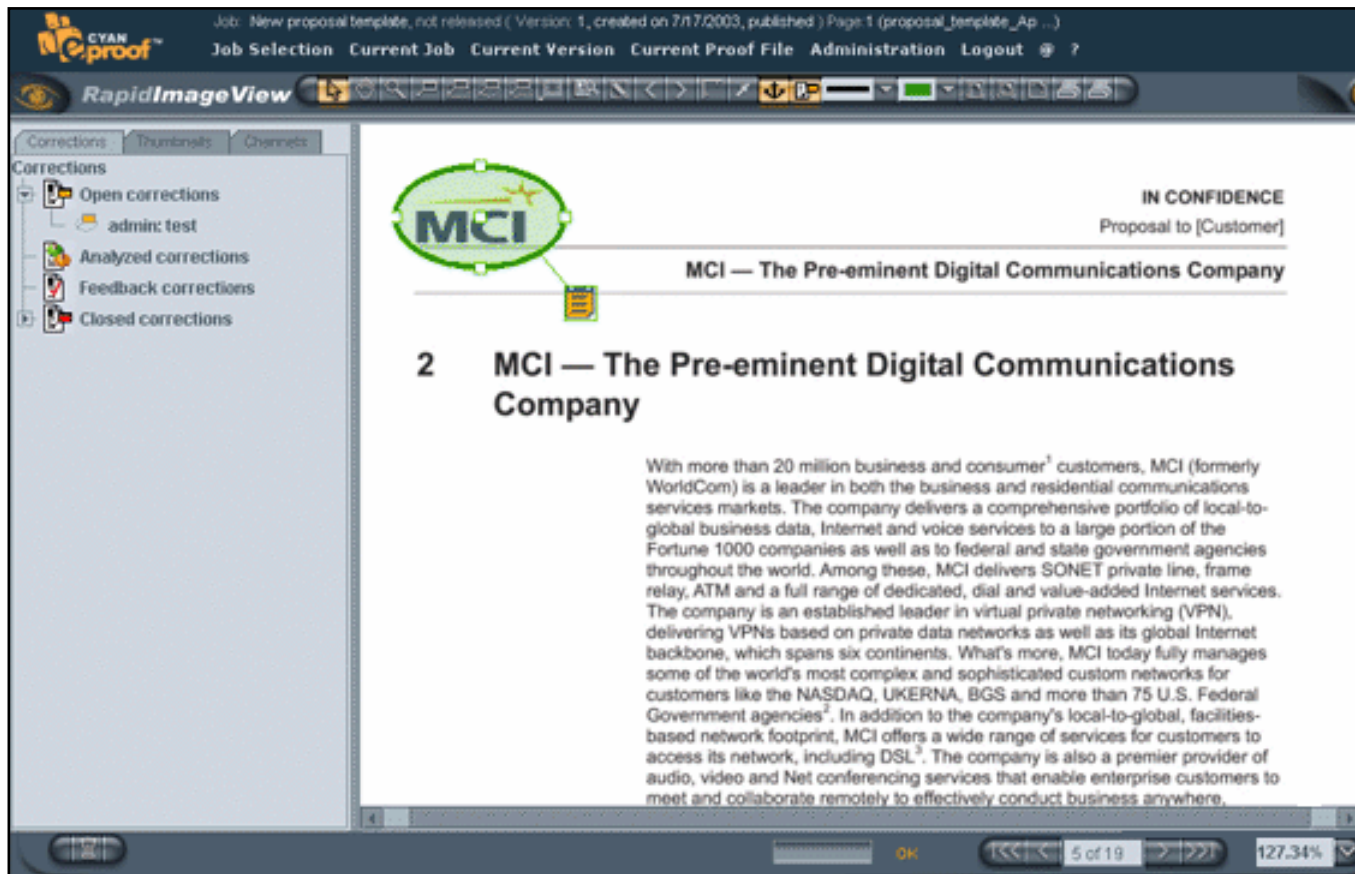
1. Double-click on the request icon in the Corrections tab of the left-hand Information panel.

To modify an existing custom correction request:





1. Double-click on the request icon in the Corrections tab of the left-hand Information panel.
2. Click on the Edit button in the request pop-up dialog and add your ideas.
3. Click OK when finished.

Correction requests to a page area

Apart from text and table correction requests you may mark up and attach a comment to any page area. This is especially convenient when the comment does not refer to the text wording or formatting but applies to a significant page object(s). For such, Anchor-Based Correction Requests of different shapes can be used.



To create an anchor-based correction request:

1. Select one of the following tools:  for rectangle,  for oval,  for freehand or  for a point correction request.
2. Click on the page and drag your mouse so that the desired area is marked up by a color frame and release the mouse button.
3. Click on the proof again to display the request dialog.
4. Enter your comment to the selected area into the Text field
5. Click OK when finished

To view an existing anchor-based correction request:

1. Double-click on the annotation icon on the proof or in the Corrections tab of the left-hand Information panel. The request pop-up dialog appears.

To modify an existing anchor-based correction request:

1. Double-click on the annotation icon on the proof or in the Corrections tab of the left-hand Information panel.
2. Click on the Edit button and add your ideas to the Text field.
3. Click OK when finished.

Note: *Apart from the described requests you may create image corrections requests by clicking on the image with the arrow tool and filling in the dialog fields with desired comment as described above. Further, eProof provides tools for cropping the proof and attaching annotations to the cropped area; measuring sizes and distances as well as exact color values and attaching annotations containing the measurement information.*

Step 4. Logging Out

Having created all the desired corrections you may wish to finish the proofing session and exit eProof. To do so, choose the Logout command from the Logout menu. This operation is necessary for security purposes.

Step 5. Releasing Jobs

After several sessions of effective proofing collaboration with your partners, you may find you are satisfied with your job and wish to approve the latest job version. This is the time to release the job.

To release a job:

1. Select the job to be released in cyan eProof.
2. Choose Release Job from the Current Job menu.
3. Select the OK to Print check box and specify the appropriate values for the options.
4. Click Submit.

If you change your mind, you may wish to call off the release.

To undo the release of a job:

1. Click on the job.
2. Choose Undo Release from the Current Job menu. The Undo Job Release window opens up.
3. Push Submit to confirm the cancellation of the job release.

User Interface / Functionality Details

Because you enter the system as a proofing user, you are shown only those features and tools which you actually need for your proofing activities. In this fashion, we achieve that the eProof interface is simple and intuitive since no unnecessary elements are shown.

At the same time, the eProof high-end and powerful functionality becomes available for those users who need it for their work with eProof. For example, designers are provided with the advanced features they use in their job development, file upload and request review activities. However, these features are invisible to proofing users. Likewise, the eProof various administering options are hidden from both proofreaders and designers while shown to administrators.